

# Sample Alternative Work Schedule Policy

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This document provides a guideline and then follows a set of policy and procedure statements that can be applied to all four types of alternative work schedule programs. This document was adopted from Georgia Clean Air Campaign.

## Operating Guidelines

- The department may cancel the program at any time and revert to the conventional 5-day 40-hours schedule.
- Those who abuse the policy will be removed from the program and scheduled to work a conventional 8 a.m. to 5 p.m. schedule. After 30 days, the employee may be reinstated to the alternative work schedule program pending supervisor approval.
- It is the responsibility of each supervisor to assure that policy and operating guidelines are understood and are being met within the work unit. Supervisors are also responsible to see that exceptions to the normal work week are recorded as they occur.
- The employer will provide a point-of-contact to department management, its supervisors, and its employees. The point-of-contact will be able to answer any questions an employee may have concerning the company's Alternative Work Schedule Program.
- Supervisors, in cooperation with employees in their work unit, define operating requirements to assure achievements of the unit's functional objectives.
- Supervisors must identify critical functions and tasks and associated coverage requirements or schedules for completion.
- Employees must assume responsibility for the required coverage and plan and organize their time to meet the requirements of the guidelines.
- Employees must participate in the resolution of conflicts between job and personal time requirements.
- Any work unit that cannot reach an agreement for scheduling coverage will be required to work 8 a.m. to 5 p.m. until an adequate schedule is determined by unit employees and approved by the supervisor.
- Exceptions to the normal workday or week will be cleared with the supervisors as events occur. Leave, compensation time or overtime, will be accompanied by the normal request authorization and request forms.
- Time reports will be processed in accordance with present procedures.
- Eligibility of the program is determined by department/management.
- Every employee working within the selected departments in the alternative work schedule program is eligible to participate.
- Although every employee is eligible and encouraged to participate in the program, it is understood that, because of operational needs of the department, this may not be possible.

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- Department management has the right to determine which employees will participate in the program and to make changes to the schedule as required.
- Preference in selecting an alternative work schedule day off or flextime starting and ending time will be given to employees with ridesharing arrangements.

## ***Flextime***

### **Definition of Terms**

- Flextime – designated hours during the workday when employees' presence at the worksite is left up to their own discretion, provided that job and total time requirements are met.
- Flextime gives employees the option of changing starting and ending times on a periodic, open-season basis as determined by management.
- A flextime program involves employees as well as supervisors in a dynamic process of time planning and organization.

### **Operating Guidelines**

- Those full-time employees choosing to participate in the flextime program will work 5 days a week 8 hours per day. No carry over of hours from day to day is permitted.
- A rescheduled starting and stopping time will be chosen by each employee from within the established time bands. The employee adheres to the chosen schedule until the periodic opportunity to change arises. No day to day flexibility in arrival and departure time is permitted.
  1. For the first two weeks on flextime, an employee may adjust their chosen schedule at will, with at least one workday advance notice to the supervisor.
  2. After the two week trial period, an employee's work hour schedule will remain unchanged for a period of six months, unless specific permission is granted by the supervisor.
- A minimum lunch break of 30 minutes must be taken. An employee who starts work at 7 a.m. must take a one-hour lunch, since departure is not permitted before 4 p.m.
- The policy does not change what has been in effect in the past. Employees are expected to arrive on time and be ready to work. The difference is that, with flextime, employees may determine their own work hours within the framework established by management.

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## **Alternative Work Schedule**

### **Definition of Terms**

- An alternative work schedule is defined as a workweek schedule which permits employees to finish their usual number of working hours in fewer days per pay period.
- Under the 4/40 schedule, employees work their usual number of weekly hours in 4 days and are off on the 5th day.
- Employees on a 9/80 schedule work their usual number of hours in a two-week pay period in 9 days rather than 10.

### **Operation Guidelines**

- Operational Needs of the Organization – due to the nature of the operation, certain core periods must have coverage. Management reserves the right to prescribe schedules for certain operations in order to assure this coverage.
- Employee Circumstances –we recognize that not everyone can participate in the Alternative Work Schedule Program. Employees may have child or other family member care problems for which alternative arrangements might not be easily made. Medical problems, school commitments, or other unforeseen hardships which create the need for approved participation in the program being made on a per case basis.
- Rideshare – the needs of the vanpool or carpool will be another consideration in the selections of days off. Additionally, carpoolers will be given workday preference over non-carpoolers.
- Employee Preference – employees will be asked their preferences in selecting days off. Whenever possible, these will be granted.
- All staff will be available one day per week for meetings, which currently provide the foundation for policy briefing and standardization of activities.
- Overtime, if required, will normally be scheduled on employee's day off.
- Holidays represent 8 hours of leave with pay. Any employee working a 9 or 10-hour day will need to use vacation time to make up the difference. If the holiday falls on an employee's regular 4/40 or 9/80 day off, the eight hours will be credited as additional vacation time.
- Time Reporting for Holiday Pay – if a holiday falls within a biweekly pay period, then working employees shall be given leave with pay for each holiday occurring within the biweekly pay period. Leave is calculated at the rate of one-tenth (1/10) of an hour for each hour compensated during the biweekly work period in which the holiday or holidays occur, not to exceed eight (8) hours of leave with pay for each holiday.
- For example, employees on a 4/40 work schedule will charge 8 hours holiday and 2 hours vacation for each holiday that occurs on a 10-hour workday. For employees on a 9/80 work schedule, when a holiday falls on a 9-hour day, 8 holiday hours and 1 vacation hour shall be charged.

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- Any employee whose regularly scheduled day off falls on a paid assigned holiday shall be credited with vacation leave hours equivalent to one-tenth of an hour for each hour compensated during the biweekly work period not to exceed eight (8) hours of vacation leave for each holiday. For example, when a holiday falls on the day off of employees on a 4/40 work schedule or on a 9/80 work schedule, they will receive 8 hours credited to their vacation bank.
- Accounting for Vacation Days – for each full vacation day taken during an alternative work schedule, employees will be charged 10 hours on the 4/40 or approximately 9 hours on the 9/80 work schedule.
- Work on Holidays – regular full-time and part-time employees who are required to work on a paid assigned holiday, and are eligible for overtime, shall be paid one and one-half times their regular rate of pay for hours actually worked, in addition to receiving straight time payment for said holiday. For example, employees on a 4/40 work schedule who work 10 hours on a holiday will earn 10 hours of pay at time and a half plus 8 hours of straight time. Employees on a 9/80 work schedule who work 9 hours will earn 9 hours at time and a half plus 8 hours straight time.

## Alternative Work Schedule Agreement

**Purpose** – (Employer's Name) has adopted an Alternative Work Schedule Program. One of the key components of this program will be to reduce the number of trips to facilities by its employees through the implementation of alternative work schedules.

**Definitions** – Alternative work schedules are defined as a work week schedule which permits employees to finish their usual number of working hours in fewer days per pay period, either by working the normal weekly hours in four days (4/40), or the normal biweekly hours in nine days (9/80).

Flextime gives the employees the option of changing their starting and ending time on a periodic, open-season basis, as determined by management.

*(Variations in the selected program(s) will be determined by management.)*

**Conditions** – When an alternative work schedule arrangement is implemented, the following conditions will apply:

- The pilot program will be from DD/MM/YY to DD/MM/YY.
- The employer may cancel the program at any time and revert back to the 5 day 40-hour schedule.
- Eligibility to the pilot program is determined by management.

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- Overtime, if required, will normally be scheduled on employee's day off.
- On an alternative work schedule, use of a full vacation day will be charged 10 hours on the 4/40 and 9 hours on the 9/80.
- Preference in selecting an alternative work schedule day off or flextime starting and ending time will be given to employees with ridesharing arrangements, day care situations, or health concerns.
- Holidays represent 8 hours of leave with pay. Any employee working a 9 or 10-hour day will need to use vacation time to make up the difference. If the holiday falls on an employee's regular 4/40 or 9/80 day off, the eight hours will be credited as additional vacation time.
- Employees may be required to complete surveys at the 3-month and 6-month points in the pilot to evaluate the effects of the program.

I, (please print) \_\_\_\_\_ have received, read, and understand the above pilot program plan and agree to participate in (please circle):

- a. Flextime
- b. Alternative work schedule 4/40
- c. Alternative work schedule 9/80
- d. Alternative work schedule 3/12

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager Signature

\_\_\_\_\_  
Date

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